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X-Forms  
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19 April 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Proposed CHANGE 2 to HB [REDACTED] Guide to the Preparation and Processing of Standard Form 52, Request for Personnel Action

25X1A

1. Authority to publish the attached CHANGE 2 to HB [REDACTED] is requested.

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2. The change in paragraph XI,B is in the second sentence which has been revised to state that an SF-52 will be prepared upon approval of DPPR for more than 30 days instead of 5 days. This change is made at the request of the Director of Personnel in order to conform with the requirements of paragraph 10d of [REDACTED] which is the governing regulation. Since the change is made to conform with an existing regulation, no coordination has been effected.

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3. Changes in footnotes 1 and 3 following Table 1 of the Appendix were also requested by the Director of Personnel. Footnote 1 has been revised to include procedures which are designed to facilitate processing of assignments which require clearance from the Office of Security. Footnote 3 has been added in order to conform with the proposed revision of [REDACTED] which is being submitted for authentication under separate cover.

4. Changes in footnotes 1 and 3 were formally coordinated with and concurrence obtained from the following offices:

Office of the Deputy Director (Plans)  
 Office of the Deputy Director (Intelligence)  
 Inspector General  
 General Counsel  
 Office of the Comptroller  
 Office of Training  
 Office of Security  
 Office of Communications  
 Office of Personnel

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No Change in Class	<input checked="" type="checkbox"/>
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Class. Changed to:	10-308
Not Review Date:	88
Date:	12-13-70
By:	20

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[REDACTED], INFORMATION CENTER STAFF

Attachment:

CHANGE 2 of HB [REDACTED]

Approved For Release 2001/08/30 : CIA-RDP78-04718A001700080069-2

D.D.S. Subject: SECRET

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